

S-E-C-R-E-T

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OFFICE OF PERSONNEL MEMORANDUM NO. 1-14-

SUBJECT: Reorganization of the Office of Personnel

1. Since the last major reorganization of the Office of Personnel in 1966, there have been changes of program emphasis and level of activity which dictate further organizational changes at this time.

2. These changes are reflected in the chart attached as Attachment I. The principal change is to abolish the "Operations" area of our present organization and to distribute its responsibilities among a newly-established Special Programs area and the Recruitment and Placement area and the retitled Plans and Control area (formerly Research and Planning).

a. The Benefits and Services Division, Contract Personnel Division, and Retirement Division comprise the new Special Programs area. The Retirement Division includes the present Retirement Branch of the Benefits and Services Division and the present Retirement Counseling and Placement Staff. This new Retirement Division will not be activated as such immediately and for the time being [REDACTED] will continue to report directly to the Director of Personnel concerning matters relating to the former Retirement Counseling and Placement Staff.

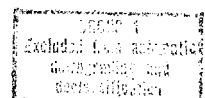
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b. The Benefits and Counseling Branch of the Benefits and Services Division has been retitled Personal Affairs Branch.

c. The Mobilization and Military Personnel Division has been placed in the Recruitment and Placement area.

d. The recent merger of the Correspondence Branch and the Applicant Files Section is reflected in the new chart.

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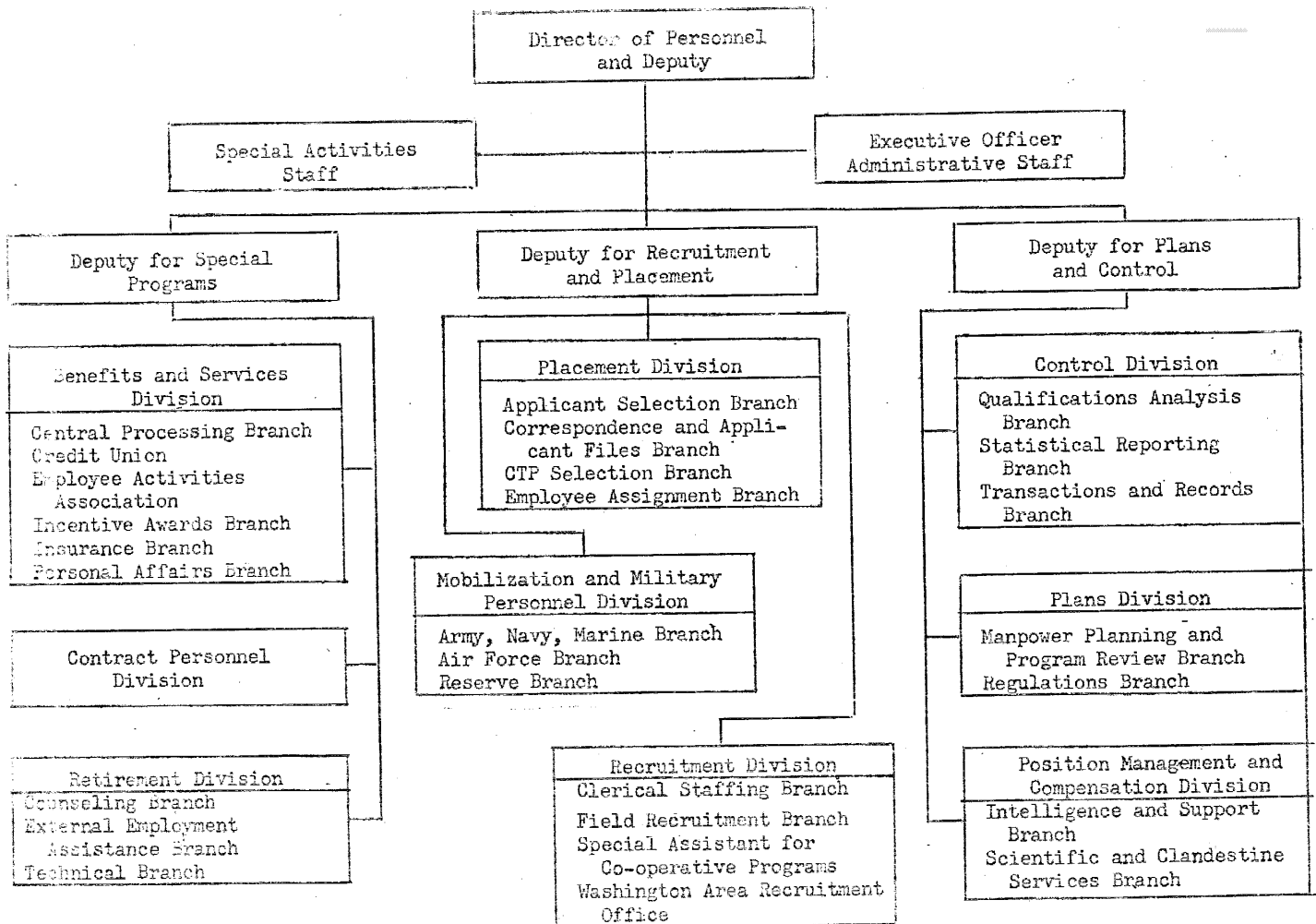
e. The Records and Control Division has been placed in the Plans and Control area (formerly Research and Planning).

3. These realignments are intended to make a better balanced distribution of work among the three Deputy Director areas in light of our present workload, plans, and programs. The general areas of responsibility within the new organization is reflected in Attachment II and a list of key personnel is contained in Attachment III.

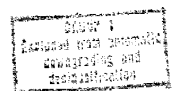
Robert S. Wattles  
Director of Personnel

Attachments

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GENERAL AREAS OF RESPONSIBILITY

Director of Personnel

Executive direction; program planning and policy matters  
Disapprovals and controversies  
Significant precedent, sensitive, or urgent cases  
SG, SPS, and Executive Pay matters  
Liaison with Selective Service and with Civil Service Commission  
Chairs: Personnel Advisory Board, Personnel Evaluation Board, GEHA, Honor and Merit Awards Board, Suggestion and Incentive Awards Committee.  
Member of Training Selection Board

Special Activities Staff

Coordination of personnel evaluations: Applicant Review Panel and Overseas Panel; special review of Principal Custodians of Funds and other employees handling funds; secretariat and staff support to Personnel Evaluation Board  
Administration of cases involving adverse actions (downgradings, removals, etc.) on performance, misconduct, or other grounds  
Conducts record review for Career status  
Maintains sensitive personnel information file  
Conducts "post mortems" on early return cases

Executive Officer

As principal staff officer:  
Substantive and editorial review of external and higher echelon correspondence (letters, memoranda, staff papers, etc.)  
Relays instructions from or on behalf of Director of Personnel  
Participates as principal O/Pers representative in the development of Agency-sponsored personnel legislation and supporting materials; reviews non-Agency personnel legislative proposals for impact on Agency programs  
Controls and monitors handling of Congressional and VIP cases and correspondence  
Responds to requests for details to White House, NSC, and other VIP agencies  
Serves as personal staff assistant to Director of Personnel in handling of sensitive or urgent matters  
As "Office Manager":  
Controls and monitors activity and project records, progress reporting, deadlines  
Controls "correspondence" flow, directing incoming paper to appropriate officer with additional information or guidance when pertinent  
Supervises Administrative Staff: Career Management, training, personnel; budget and finance; logistics--procurement, space, parking, etc.; records administration and forms control; security, Top Secret Control, special clearances, safety, etc.

Technical adviser to CIA Retirement Board; Vice Chairman of NWFCU Credit Committee; Executive Secretary of PSAS

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Deputy Director of Personnel for Special Programs

Benefits and Services: employee relations and welfare; administration of Missing Persons cases; employee emergencies; casualty planning; insurance and medical claims; exit processing; central processing service for travelers; coordination of action required to solve "former employee problems"; coordination and staff support of responses to nominate for public service awards; secretariat service to HMAB and SIAC; administration of fund drives; blood donor program; EAA, etc.; liaison with BEC.

Retirement: counseling of employees in preparation for retirement; providing assistance to retirees and other employees as appropriate in locating other employment; providing secretariat support to CIA Retirement Board; providing advice concerning creditable service, annuity estimates, etc.; liaison with CSC's Bureau of Retirement and Insurance; review of proprietary retirement or pension plans.

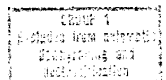
Contract personnel: preparation of personal services contracts; monitoring contract reemployment of annuitants; administration of staff agents; administration of allowances.

Deputy Director of Personnel for Recruitment and Placement

Recruitment: field and local  
Cooperative work-study programs  
Applicant processing and correspondence  
Clerical assignment, including administration of Interim Assignment Section  
Marriage to alien cases - assembly of documents  
Internal placement, including initial assignment, reassignments, promotions, Fitness Reports, QSI's  
Military personnel administration; military and civilian reserve programs; Selective Service matters

Deputy Director of Personnel for Plans and Control

Requirements forecasting  
Long range personnel planning  
Miscellaneous special studies  
Instruction and briefing (including annual Personnel Officers Conference)  
Regulatory materials (Agency and internal O/Pers)  
Records and control: statistical reporting, record-keeping (both manual and mechanical); processing of personnel actions; maintaining suspense dates on PSI's, PRA's, and other "NTE" actions; monitoring details in and out (excluding White House, NSC, etc.); responding to employment reference and credit check requests; maintenance of employee qualifications records and providing qualifications analysis data  
Position management and compensation



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